


VACANCY NOTICE

CS-376
REV(9/93)

FOR OPPORTUNITIES IN THE JUDICIAL DEPARTMENT

Description of Position	TITLE OF POSITION: <u>Assistant Clerk (Superior Court)</u>	CLASSIFICATION CODE: <u>00417800</u>
	SALARY RANGE: <u>\$30,010-\$33,674 Gr. 4418 A</u>	REFERENCE POSITION NO.: <u>2725-10000-00365</u>
	Department or Agency Name <u>Judicial</u>	APPLICATION PERIOD: <u>June 4-14, 2004</u>
	Division/Section/Unit <u>Superior Court</u>	
	Assignment(s) / Comments <u>PENDING AVAILABILITY OF FUNDS</u>	
	Shift and Days: <u>Monday-Friday</u> <u>First</u>	Job Location: <u>ANY OF 4 COUNTIES</u>
	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement Yes <u>XX</u> No _____	
	Name of Bargaining Unit Union: <u>Judicial, Professional & Technical Employees' Local Union 808</u>	
	There is <u> </u> is not <u> X </u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u>	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	To perform, under the general supervision of the Clerk of the Superior Court of any of the counties as assigned, or any of the deputies, any of those duties and responsibilities required in the handling and processing of legal transactions and trials, including data entry, and to do related work as required.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	Graduation from a college of recognized standing with an Associate's Degree in Court Administration or Law Enforcement.	
	Experience as an Assistant Clerk in one of the State's other tribunals, or in another capacity in the Judicial system, or employment in a responsible position involving the interpretation and application of rules and regulations; or any combination of education and experience that is substantially equivalent to the above education and experience.	
Where to Apply	Joseph V. Conley	
	Deputy Superior Court Administrator/Clerk	
	Superior Court	
	250 Benefit Street	
	Providence, RI 02903	
	Telephone #:	_____
	Fax #:	_____
	TTY/TDD #:	<u>401-222-3269</u>
	(Telecommunication Device for the Deaf)	
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER